

ARTIST PROJECTS APPLICATION INSTRUCTIONS

Applications that do not follow these guidelines will *not* be processed.

Applicants must submit the following:

1. **Completed Artist Projects Application Form:** type or print your application in the spaces provided. (Use 12 pt. type. Do not tape, staple or glue anything to your application. Do not staple or bind any submitted materials. Use paper clips.)
2. **Project Narrative:** briefly describe what you propose to do, how you plan to accomplish it and why your project merits funding. The first round of panel review is based on this written narrative. (Submit one copy, one page typed on 8½" x 11" paper. Use 12 pt. type. Use 1" margins.)
3. **Résumé or Bio:** one page for the primary applicant and up to a half-page bio for each additional artist involved in the project. (Submit one copy, typed on 8½" x 11" paper. Use 12 pt. type. Use 1" margins.)
4. **Work Samples:** representative samples of the artist(s)' work are limited to the following quantity and formats:
 - Audio, digital, slide, videotape, or written materials.
 - Applicants should submit work completed in the last five years.
 - Do not submit original artworks as samples.
 - Do not submit more work samples than specified.
 - Label all work samples.

Audio Material: You may submit one audiotape/CD per collaborating artist.

- Work samples must be on standard audiocassette tapes or Compact Disc.
- Cue tapes to the beginning of a three-minute segment, or indicate which CD tracks should be played.
- Clearly label each cassette *and* case, with your name, phone number, all represented artists, title of the piece(s), length of the sample(s), and number of work samples.

Work samples for Sound Art may also be in digital or video formats.

Digital Material: You may submit one DVD or website per collaborating artist. Material submitted in digital format may include up to five images per collaborating artist; or, either a 3-minute viewing segment or a 3-minute web site visit per collaborating artist depending on the type of work sample.

- Clearly label each disc *and* case, with your name, phone number, all represented artists, title of the piece(s), number of work samples, and length of the sample(s), and file name, if applicable.
- Images, created in programs such as PhotoShop or Illustrator and submitted as picture files, will be shown as "slides" using presentation software. Files should be saved as .jpg, .jpeg, .gif, .bmp, or .tif files.
- Include one copy of a slide/image list of the works pictured, numbered to correspond to the numbers on the images on the disc; include title of work, dimensions of work, medium of work, date completed and other pertinent technical information.
- Label DVD and case with specific instructions to access 3-minute segment of DVD. Digital video should be saved as .wmv files.
- Web submissions must include all necessary files and plug-ins, and must be compatible with Internet Explorer 6.0 or earlier and Netscape 7.1 or earlier. If the site is "live," please submit your URL and provide instruction to access a 3-minute visit.

- Include one copy of specific instructions for DVD, CD or web submission on a separate sheet with any other pertinent technical information for accessing your digital submission. Include your name, phone number, all represented artists, title of the piece(s), length of the sample(s), number of work samples, and track numbers and file names if applicable.

Please contact Arizona Commission on the Arts staff, if you have digital materials in a format not listed here. We do not have MAC or Wintel computers. If we are able to accommodate your technical needs, we will work with you. However, we are limited by the technology that we have available to us.

Slides: You may submit up to five digital images in jpeg format, 200 dpi, maximum 600 x 800 pixels, presented on a PC compatible CD-ROM. Name files with artist name and number per image list. (e.g.: smith_1.jpg, smith_2.jpg).

You may submit up to five 35mm slides per collaborating artist. Send the slides in a clear plastic slide sheet. Write directly on the slide frames and label them with the following information:

- Slide number (1 through 10)
- Your name
- Title of the piece
- Medium/materials
- Arrow indicating the top of the work
- Include one copy of a slide/image list of the works pictured in the slides, numbered to correspond to the numbers on the slides; include title of work, dimensions of work, medium of work, date completed and other pertinent technical information.
- We cannot accept glass slides.

Videotapes: You may submit one ½" VHS videotape per collaborating artist. These samples may be from one or more pieces and must be on ½" VHS format video.

- Cue tapes to the beginning of a 3-minute segment.
- Clearly label both box and videotape with your name, phone number, all represented artists, title of the piece(s), length of the sample(s), and number of work samples.
- Label video and case with meter number of the segment's beginning point.

Film reels will not be accepted.

Written Materials: You may submit one work sample.

- Written material must be printed or typed on standard (8½" x 11") white paper.
- Include 5 pages of work per collaborating artist.
- Prose must be double-spaced.
- Poetry must be single-spaced.
- Pages must be numbered.
- Leave 1" margins all around.
- Use 12-point font size.
- Do not staple or bind any submitted materials. Use paper clips.
- Include 3 additional copies of literary work sample (a total of 4 copies).

Work samples for Experimental Literature may also be in digital, video, or audio formats. Handwritten work samples will not be accepted. Do not send original manuscripts.

We caution you to not overwhelm the panelists with samples. If your work samples include submissions in more than one format calibrate accordingly for a 3 to 5 minutes viewing of support materials per artist. The more samples submitted, the less time that will be spent

discussing your project. If you submit more than the required 5 slides/images per artist or 5 pages per writer, for example, only the first 5 slides/pages will be reviewed.

5. **Complete Artist Projects Work Sample Description Sheet:** type in or print your description sheet in the spaces provided. (Use 12 pt. type. Do not tape, staple or glue anything to your application. Do not staple or bind any submitted materials. Use paper clips.)
6. **Return of Materials:** submit a returnable box or case with a self-addressed, padded envelope with sufficient return postage (do not send metered stamps) for return of materials; or they may be picked up at the Commission office during regular business hours within 15 days after the announcement of the awards. Materials sent without return postage or those not picked up will be discarded.

**Arizona Commission on the Arts
Artist Projects Application, page 1**

Type or print all information in the spaces provided.

A. Contact Information

Primary Applicant _____
Mailing Address _____
City _____ State AZ Zip _____
County _____
Day Phone () _____ Evening Phone () _____
Fax () _____ E-mail _____
AZ Legislative District _____ AZ Congressional District _____
Based on mailing address. If you don't know your district number(s), visit
www.azcitizensforthearts.org

B. About Your Project

Project Title _____
Project Discipline _____
Grant Amount Requested \$ _____
Project Summary (briefly summarize your project in 20 words or less)

Dates of Project/Phase of Project (to completed within 12 months of the project/grant award)
Start Date _____ End Date _____

C. Project Narrative: On a separate page (one page only) briefly describe what you propose to do, how you plan to accomplish it and why your project merits funding. The first round of panel review is based on this written narrative.

D. Other artist(s)/individual(s) named in the project and their disciplines. On a separate page, a resume or bio for primary applicant and up to half-page for each additional artist involved in the project.

Artist Name	_____	Discipline	_____
Artist Name	_____	Discipline	_____
Artist Name	_____	Discipline	_____
Artist Name	_____	Discipline	_____
Artist Name	_____	Discipline	_____
Artist Name	_____	Discipline	_____

E. Support materials submitted (see application instructions for details).

_____ Number of Slides
_____ Number of Photographs
_____ Number of Manuscripts
_____ Number of Videotapes
_____ Number of Audiotapes
_____ Number of CD's
_____ Number of CD Rom's
_____ Number of DVD's
_____ Websites

**Arizona Commission on the Arts
Artist Projects Application, page 2**

Type or print all information in the spaces provided.

Primary Applicant _____

Project Title _____

F. Project Budget

G. Project Timeline

I certify that all statements made in this application are true to the best of my knowledge and in accordance with the eligibility criteria for this program. I am 18 years of age or older. I am NOT enrolled for more than three credit hours at a college or university. I am a resident of Arizona.

Applicant signature

Date

Mail to: Attn: Artist Projects, Arizona Commission on the Arts, 417 West Roosevelt Street,
Phoenix, Arizona 85003-1326

**Arizona Commission on the Arts
Artist Projects Application, page 3
Work Sample Description Sheet**

Type or print all information in the spaces provided.

Primary Applicant _____

Project Title _____

Work Samples: Check all those that apply

- ☐ Slides ☐ Photographs ☐ Manuscripts ☐ Videotapes ☐ Audiotapes ☐ CD's
☐ CD Rom's ☐ DVD's ☐ Website

(Include list/image slides or specific instructions to access a 3-minute segment of a time based work, digital support materials or website visit on a separate sheet. See support work sample instructions for specifics.)

A brief description (*Please include materials/format, dimension/ length, year(s) completed, etc and briefly describe your work sample, 450 character limit, including spaces, approximately 75 words or less*).

Please state how the samples you are submitting relate to your proposal (in 300 character limit, including spaces, approximately 50 words or less).

Artist Projects Final Checklist

- ☐ Completed Artist Projects Application (3 pages)
☐ Project Narrative (separate sheet)
☐ Résumé(s) or Bio(s) (separate sheet(s))
☐ Work sample(s)
☐ Self-addressed, stamped envelope for return of work samples
☐ Self-addressed, stamped postcard to verify receipt of application (optional)